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OLC 78-3319

*Guidelines*

2 November 1978

MEMORANDUM FOR: See Distribution  
FROM: Legislative Counsel  
SUBJECT: Congressional Correspondence

1. Admiral Turner has made it clear that he will not tolerate delays in responses to Congressional inquiries. He has instructed me to adhere to a policy of responding to Congressional correspondence within five days. If correspondence cannot be answered within that time, he wants to be advised of that fact with the reasons why.

2. In an attempt to speed up the process, I have asked the Executive Secretary, Ben Evans, to assign action on Congressional correspondence jointly to the Office of Legislative Counsel and whichever Directorate is involved. He will give the Directorate a deadline of four days. The response is to come to the Office of Legislative Counsel on the fourth day and we are responsible for getting it to the Director on the fifth day. Therefore, it is requested that the response be complete and in a form suitable for the DCI's signature when it comes to OLC.

3. In instances such as responses to requests for reports on legislation or other matters in which a longer period of time will clearly be needed in which to prepare an appropriate response, OLC will request an extension of the five day suspense period and submit an interim response for the DCI's signature or, when appropriate, for the Legislative Counsel's signature.

4. I would like to ask the Directorate action office on each piece of correspondence to be in touch with our Office as soon as he/she receives it to advise of the time required for the response, and to obtain such background information or guidance as may be helpful in putting together a responsive reply. The name of the OLC action officer can be obtained by calling our Registry, extension

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5. Your cooperation in this endeavor will be appreciated by the Legislative Counsel and the Director. I am sure we can work this out to the satisfaction of all.

Frederick P. Hitz

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